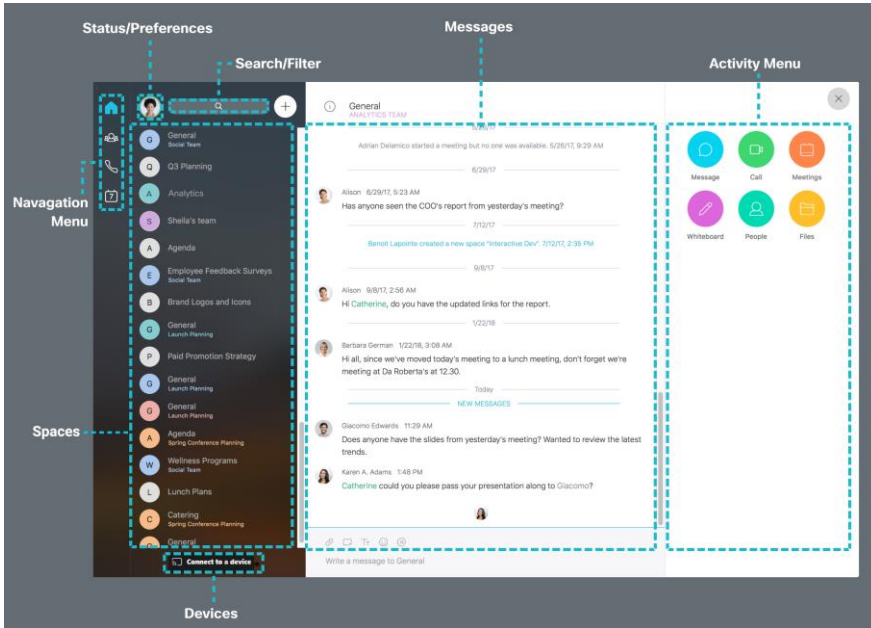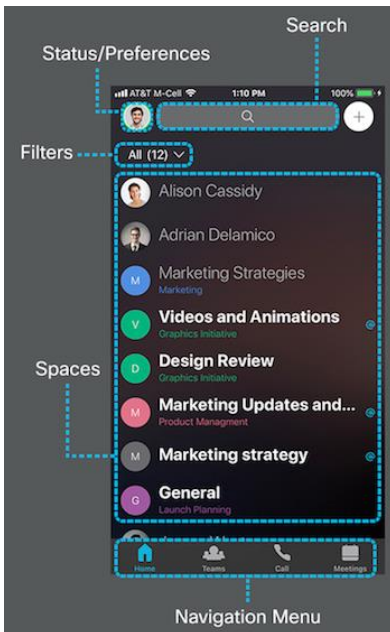# Cisco Webex Teams

App UI

Welcome to the Webex Teams app. Take a look around to get used to the app's interface and how we talk about it.

Webex for Teams for Windows and Mac

Webex Teams for iPhone

Spaces

Your group work takes place in spaces, either in groups or in direct messages with another person. They display prominently so you can get to them whenever you need to. Your most recently active spaces are at the top. If anyone has added you to a new team or space, you'll see it here too. When someone's posted a new message in the space, you'll the bolded space name.

Navigation Menu

Switch easily among your message, team, call, and meeting views. Messages appear by default, but your teams, calls, and meetings are just a click away.

Status/Preferences

Click your profile picture to update your picture or name, access your settings and preferences, and set your status. If you have some important work to finish or are on a call, let people know that you don't want to be disturbed: whether that's for a few minutes or an entire day is up to you.

Filters

Filter messages to see the ones that matter most to you. On Windows, Mac, and Web, just click search to see the available filters. On Android, iPhone, and iPad tap All to see the available filters.

Messages

Messages are where you chat with colleagues. We keep these messages secure so you can feel confident sharing your work ideas in Webex Teams.

Devices

On Windows and Mac, you can connect automatically with Webex devices from the Connect to a Device menu. When connected, you can share your screen, start a call, or open a space (on Webex Board). You can also connect to your desk phone from the menu to make calls and join meetings. If you have a lot of devices close by, you can set certain devices to not automatically connect.

You can connect automatically to Webex devices from Android, iPhone, and iPad too, but the Connect to a Device menu to control the connection just isn't available on mobile yet. When you connect automatically on mobile, the Webex device name displays at the top of the Spaces list.

Search

Search through the history of your conversations to find people you're talking to, spaces you're in, messages you received, and files you need.

Activity Menu

Whenever you're in a space, click the activity menu icon to get access to all the different activities you can do:

 Message—send a message to just one person or to many people in a space.

 Call—place a quick call to everyone in the space.

 Meetings—create a meeting or find join information.

People—see who's in the space or Webex Teams meeting.

Files—find your shared files, photos, and whiteboard content.

Whiteboard—create and share content on the whiteboard.

Although we didn't show these options on mobile, just click a space name from the list and click the activity menu to see these same choices.